

Meeting not open to the public



District Council

East Devon District Council
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Agenda for New Homes Bonus Panel Tuesday, 21 October 2014, 9.00am

To: Members of New Homes Bonus Panel

Venue: Room 1, Knowle, Sidmouth, EX10 8HL

Contact: [Chris Lane](#), 01395 517544 (or group number 01395 517546): Issued 14 October 2014

- 1 Minutes for 22 July 2014 (page 2-3)
- 2 Apologies
- 3 [Declarations of interest](#)
- 4 **The future of the Cranbrook Community Forum in the Cranbrook Fund** (one of the successful projects granted Parishes Together Fund money in 2013/2014). (pages 4-14)

[Decision making and equalities](#)

EAST DEVON DISTRICT COUNCIL

Notes of a Meeting of the New Homes Bonus Panel held at the Knowle, Sidmouth on Tuesday 22 July 2014

- Present: Councillors:
Ray Bloxham (Chairman)
Trevor Cope
Douglas Hull
Stephanie Jones
Andrew Moulding
- Also present: Frances Newth
Peter Sullivan
- Officers: Jamie Buckley, Community Engagement and Funding Officer
Ali Eastland, Locality Development Officer, DCC
Chris Lane, Democratic Services Officer
- Apologies Councillor: Graham Troman

The meeting started at 9.00 am and finished at 9.40 am.

*1 Minutes

The notes of the previous meeting of the New Homes Bonus Panel held on 17 March 2014 were confirmed as a true record.

*2 Declarations of interest

Panel Member	Minute number	Type of interest	Nature of interest
Douglas Hull	*5	Personal	Wife is a wheelchair user.
Andrew Moulding	*5	Personal	Son is a wheelchair user.

*3 Documentation

The Parishes Together Fund guidance notes and application form, circulated with the agenda were noted.

4 Application from Colyton and Northleigh Parish- additional equipment to skatepark - £2,780

This was a project to provide additional equipment for the skatepark in Colyton. Members questioned the longevity of the ramps recommended to be purchased and requested that the Community Engagement and Funding Officer obtain advice from Street Scene on the standard of ramps suggested by Colyton Parish Council.

RECOMMENDED: that subject to the officers obtaining advice on the longevity of the ramps, the Colyton and Northleigh joint project to provide additional equipment for the skatepark in Colyton be supported.

*5 Discussion of beach wheelchair project

The Chairman reported that Living Options, a charity based in Exeter, ran a wheelchair hire scheme for the inland areas of East Devon. A proposal had been presented for Living Options to run a pilot scheme for the coastal towns of Budleigh Salterton, Exmouth, Seaton and Sidmouth to give disabled persons access to the beach and sea. Budleigh, Exmouth and Seaton Town Councils had indicated their interest, but Seaton Town Council had indicated that they were not interested in supporting the scheme.

The first stage of the scheme would be to provide Living Options with the funding to undertake a risk assessment of the scheme. If this went well then they would need the funding to go to a full scheme for all those participating seaside towns. Once the wheelchairs had been purchased then Living Options would take on their ongoing maintenance.

RESOLVED: that the Panel would wish to indicate in principle support for an application for Parishes Together Funding for a pilot scheme for provision of wheelchairs for the coastal towns of Budleigh Salterton, Exmouth and Sidmouth from Living Options to enable disabled persons to access the beach and sea.

*6 Update on successful projects from 2012/13

Members of the Panel noted the really successful projects that had been supported by the New Homes Bonus Panel during the past year. The Panel welcomed the positive feedback from Town and Parish Councils.

*7 Date of next meeting

The next meeting of the Panel would be held on Monday 24 November 2014 at 10am in Room 1.

Application for Cranbrook Community Fund 2014/ 2015

Your contact details

Name of organisation:

Main contact name and address:

Main contact e-mail address:

Name to which cheque should be made payable and address to which it should be sent if different from above:

What is your project? What are you applying for the funding for?

Why do you want to carry out this project, why is it wanted, how do you know it is needed, who will it benefit and what difference will it make?

Proposed timing of the project/ spending the money	Start:	End:
Details of Costs and Funding Sources		
What is the total cost of your project and how have you arrived at that cost?(Please include quotes where applicable)		
What is the total cost of the proposed project or activity?	£	
How much money are you applying for from this Cranbrook Community Fund?	£	
What other funding has been identified?	£	
Is there a shortfall?	£	
Please give details of other sources of funding (including details of internal fund-raising). Also include details of any in-kind support (such as people giving their professional skills or time for free).		
If there is a shortfall in funding the project please tell us how this will be met:		
Signed: Date:		

What do I do now?

Send this completed form with any accompanying documents (e.g. quotes) to:

Angie Hurren clerk@broadclyst.org 07532 286713
Steve Lawrence vicechair.cranbrookforum@gmail.com 07727 257092

You will receive an acknowledgement and be given an approximate date when you should hear if your application has been successful.

If you have any queries or require any help completing this form please contact Angie or Steve in the first instance

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.

For Cranbrook Community Forum and Broadclyst Parish Council Use Only

Application assessed by Cranbrook Community Forum on (date):

Recommendation to Broadclyst Parish Council:

Application Approved/Refused by Broadclyst Parish Council.

Date of Decision:

Signed on behalf of Broadclyst Parish Council:

Chairman:

Clerk:

Cheque date of issue and ref:

Cranbrook Community Fund

Guidance Notes

April 2014 to March 2015



Cranbrook Community Fund

Devon County Council and East Devon District Council have allocated a total of £4,000 to the Cranbrook Community Fund. Broadclyst Parish Council have allocated a total of £1,500 towards the Cranbrook Community Fund. This means there is a total of £5,500 of funding available.

Who do I contact for further information?

Further information can be sought from the Cranbrook Community Forum and Broadclyst Parish Council. Contact details are as follows:

	Contact name	Email address	Phone
Broadclyst Parish Council	Angie Hurren (Clerk)	clerk@broadclyst.org	07532 286713
Cranbrook Community Forum	Stephen Lawrence	vicechair.cranbrookforum@gmail.com	07727 257092

How much can we apply for?

You can apply for any amount between £25 and £500. Think carefully about the amount that you need for your project.

Who can apply?

We welcome applications from community organisations and groups, community clubs, social or community enterprises, but unfortunately are unable to fund individuals or private businesses

What projects are eligible for a grant?

Grants are for capital (one off costs, costs of a permanent item, structure etc) and / or revenue costs (temporary items, events etc).

Funding must be used for **sustainable projects**. For example, it can be used for things like start-up costs, costs of permanent or temporary items or equipment or one off events.

What will not be funded?

We cannot fund ongoing costs or other unsustainable projects unless there is a clear plan for how these ongoing costs will be funded in the future.

This means for example, if you are applying for part of a salary or for repeated hire costs we cannot fund this unless you have a plan in place for how these will be paid in the future. For example, once the community club is up and running you may have more paying members and so will be able to pay the costs from their contributions, or maybe these costs will not need to be paid or will reduce in the future. Also, within the next year Cranbrook will have many more residents, this could be a way of making your project sustainable.

When to apply?

You can send in your applications anytime to Broadclyst Parish Council or the Cranbrook Community Forum. When they receive your application they will let you know how long it is likely to be before you receive a final decision. This is likely to be within the following calendar month but could be as long as two calendar months.

All grant money awarded must be claimed and spent within 6 months of receiving your grant offer letter. As part of its Internal Financial Audit controls, Broadclyst Parish Council will ask you to send them information after 6 months to tell them how grant monies were spent, including copies of receipts where applicable.

The fund is confirmed for this year only.

Who do we send our completed application to?

Completed forms can be returned either to The Cranbrook Community Forum or direct to Broadclyst Parish Council

Organisation	Contact name	Email address	Phone	Address
Broadclyst Parish Council	Angie Hurren (Clerk)	clerk@broadclyst.org	07532 286713	19 New Buildings, Broadclyst Exeter EX5 3EX
Cranbrook Community Forum	Stephen Lawrence	vicechair.cranbrookforum@gmail.com	07727 257092	

How will we assess your application?

All applications will undergo an eligibility check by a joint Broadclyst Parish Council / Cranbrook Community Forum Committee, with a recommendation of approval or refusal then being made to Broadclyst Parish Council. The Parish Council is responsible for the money and so makes the final decision.

Then Joint Committee will take into account a number of factors such as:

- Evidence of local need
- Evidence of community support
- How well the project has been thought out and planned
- Project costs and any match funding (received from other sources)

The Parish Council meets on the first Monday of every month and will consider your application, noting the recommendation from the Joint Committee. Following Council's decision, you will be notified in writing whether your grant application has been successful or not. Successful applicants will receive a grant offer letter which must be signed and sent back to Broadclyst Parish Council.

Additional guidance on specific questions

What is your project?

Outline what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what it will pay for.

Why do you want to carry out this project, why is it wanted and what difference will it make?

Outline what impact/ difference the project will have on the quality of life for your users and community. For example, how it will solve a local issue, improve services or engage more residents in your communities.

How do you know this is needed? Who and how have you consulted?

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from voluntary and community groups, residents, local organisations, businesses, Councillors etc. Think about the likely future needs of the area. Is there any consultation evidence to show this is needed such as in the results of the Cranbrook Community Survey.

Funding from other sources

You do not have to have funding from other sources but you may wish to increase the amount you have to spend by applying for match funding for your project.

Other Useful Contacts

Jamie Buckley, Engagement and Funding Officer, East Devon District Council

E-mail: jbuckley@eastdevon.gov.uk

Phone: 01395 517569

Postal address: EDDC, Knowle, Station Road, Sidmouth, EX10 8HL

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Cranbrook Community Fund

Officers Criteria check

April 2014 to March 2015



Cranbrook Community Fund

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*Check amount left in fund and time frame

How much can be apply for?

Any amount between £25 and £500.

Think carefully about the amount that is needed for the project.

*Is this a realistic cost?

*Has the applicant considered hidden costs such as hire fees, event/ongoing insurance, any licences required etc.?

*Does the application require the purchase of items already available within the community?

Who can apply?

*Check that the applicant represents a bona fide Community organisation / groups, community clubs, social or community enterprises.

*Remember the CCF is unable to fund individuals or private businesses

What projects are eligible for a grant?

CCF grants are for capital (one off costs, costs of a permanent item, structure etc) and / or revenue costs (temporary items, events etc).

Funding must be used for **sustainable projects**. For example, it can be used for things like start-up costs, costs of permanent or temporary items or equipment or one off events.

*Does the applicant understand the requirement to properly account for monies awarded, keeping receipts/proof of how monies were spent, and that a follow-up will be carried out in 6 months' time?

*What evidence of need is there?

What will not be funded?

Cannot fund ongoing costs or other unsustainable projects unless there is a clear plan for how these ongoing costs will be funded in the future.

This means for example, if they are applying for part of a salary or for repeated hire costs we cannot fund this unless there is a plan in place for how these will be paid in the future.

Once the community club is up and running it may have more paying members and so will be able to pay the costs from their contributions, or maybe these costs will not need to be paid or will reduce in the future.

Also, within the next year Cranbrook will have many more residents, this could be a way of making the project sustainable.

**Think sustainability; has the applicant got a business plan for ongoing funding (if not a one-off event)*

When to apply?

You can send in your applications anytime to Broadclyst Parish Council or the Cranbrook Community Forum. When they receive your application they will let you know how long it is likely to be before you receive a final decision. This is likely to be within the following calendar month but could be as long as two calendar months.

All grant money awarded must be claimed and spent within 6 months of receiving your grant offer letter. As part of its Internal Financial Audit controls, Broadclyst Parish Council will ask you to send them information after 6 months to tell them how grant monies were spent, including copies of receipts where applicable.

The fund is confirmed for this year only.

**Is the time scale realistic? Can the project be delivered within it?*

**Does the applicant understand how to apply for matched funding from other sources?*

How will we assess your application?

All applications will undergo an eligibility check by a joint Broadclyst Parish Council / Cranbrook Community Forum Committee, with a recommendation of approval or refusal then being made to Broadclyst Parish Council. The Parish Council is responsible for the money and so makes the final decision.

**arrange Joint Committee meeting in time for recommendation to be taken to next Full Council meeting (allowing time for publication of the Agenda and meeting documents)*

Then Joint Committee will take into account a number of factors such as:

- Evidence of local need
- Evidence of community support

- How well the project has been thought out and planned
- Project costs and any match funding (received from other sources)

[*Write Criteria check report and circulate to Joint Committee with the application prior to the meeting.](#)

The Parish Council meets on the first Monday of every month and will consider your application, noting the recommendation from the Joint Committee. Following Council's decision, you will be notified in writing whether your grant application has been successful or not. Successful applicants will receive a grant offer letter which must be signed and sent back to Broadclyst Parish Council.

[*Recommendation from Joint Committee to be circulated within Officers report with meeting documents prior to Full Council](#)

Additional guidance on specific questions

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Outline what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what it will pay for.

Why do you want to carry out this project, why is it wanted and what difference will it make?

Outline what impact/ difference the project will have on the quality of life for your users and community. For example, how it will solve a local issue, improve services or engage more residents in your communities.

How do you know this is needed? Who and how have you consulted?

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from voluntary and community groups, residents, local organisations, businesses, Councillors etc. Think about the likely future needs of the area. Is there any consultation evidence to show this is needed such as in the results of the Cranbrook Community Survey.

Funding from other sources

You do not have to have funding from other sources but you may wish to increase the amount you have to spend by applying for match funding for your project.

Also consider:

[Is there any other help the applicant needs, such as](#)

- [Help with setting up bank accounts](#)
- [Help with community banking](#)
- [Help with preparing / adopting a constitution](#)
- [Help identifying further funding](#)
- [Using this award as matched funding](#)
- [Insurance advice](#)
- [Special licence advice](#)
- [Road closures advice](#)
- [Risk assessment and mitigation](#)

- Publicity
- Printing

Other Useful Contacts

Jamie Buckley, Engagement and Funding Officer, East Devon District Council

E-mail: jbuckley@eastdevon.gov.uk

Phone: 01395 517569

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